

INSTRUCTIONS FOR PAYING NDNY 2011 BIENNIAL FEE

*****TO PAY THE 2011 BIENNIAL FEE, YOU MUST FIRST LOG IN TO CM/ECF FOR THE NDNY*****

1. **Login to NDNY CM/ECF** -Your login is your 6 digit Bar Roll Number. If you have forgotten your NDNY Bar Roll Number, please visit our website at:
<http://www.nynd.uscourts.gov/attylookup/>

*****If you have forgotten your CM/ECF password, you can use the Court's password self service feature:
<https://ecf.nynd.uscourts.gov/cgi-bin/lostPassword.pl>
2. Click on Civil at the Top of the Screen (In the Blue Bar), under Other Filings, click **Biennial Fee Payment**
3. Under Available Events, select the event **Biennial Fee Payment** and hit Next (There is no need to attach a document to this event)
4. Hit **Next**
5. Screen appears advising that the fee is \$50.00.
6. Hit **Next**
7. The filing attorney is re-directed to Pay.Gov to pay the associated \$50.00 fee. The item is payable by **Bank Account Debit (ACH) or Plastic Card (ex: VISA, Mastercard, American Express, Diners Club, Discover)**
8. Complete the Pay.Gov payment screens to process the payment.

1st Screen– Complete all fields with Red Asterisk and then Click **Continue with ACH Payment or Continue with ACH Payment** depending on the selected method of payment

2nd Screen– Verify Information and enter email address; Click in the Box **I authorize a charge to my account for the above amount in accordance with my card issuer agreement; Click Submit Payment**
9. *****YOU ARE ALMOST DONE*****You will be redirected back to CM/ECF. Hit **Next** and view the Docket Text
10. Hit **Next** again, and the transaction is submitted; These final steps will ensure that your attorney record is updated to reflect the biennial payment.